

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 October 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
10 October through 16 October 1956

I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.1
 - 1. Organizational chart, "menu-board," in progress
- C. Intelligence B.3
 - 1. Layouts for display of OCR Graphics Register Film Branch submitted to customer for approval
- D. Language and Area Training
 - 1. "Development of an Area Specialist" chart in progress
 - 2. Layout and compiling of [] Newspaper Reader in progress
 - 3. Eight maps to be mounted on muslin in progress
- E. Plans and Policy Staff/OTR
 - 1. New [] catalog [] in progress
 - 2. Finished art for reproduction of new catalog in progress
- F. Office of Personnel
 - 1. Display for Insurance and Death Benefits in progress
- G. Logistics Staff
 - 1. Cut, drilled and sanded 80 pieces of lumber to be used in the making of the model of new building

II. Training Aids Completed During Week

- A. Intelligence B.3
 - 1. Map dry mounted on hard back
- B. Intelligence B.4
 - 1. Repainted blackboard in Alcott
- C. Language and Area Training
 - 1. Repainted blackboard in Room 1016 R & S
 - 2. Four name plates and one sign

25 YEAR RE-REVIEW

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D. Operations 0.15

1. Four name plates

E. Plans and Policy Staff/OTR

1. Changes completed on returned course schedules

III. Items of Administrative Interest

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- A. Mr. [] is currently enrolled in "Survey of Art" at the Department of Agriculture Graduate School.

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- B. Mrs. [] is currently enrolled in "Graphic Arts in the Federal Government" at the Department of Agriculture Graduate School.

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